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ABSTRACT

This model for a cost effective management and evaluation system is intended to help the administrator of an adult basic education (ABE) program (1) to gather data on a monthly basis, (2) to maintain a monthly data review, (3) to modify program costs and/or student enrollment and class size, and (4) to prepare the following year's budget. Initially, a glossary of ABE terms and a formula for funding three levels of New York State ABE programs are presented. In the first of five sections the specific basis for deriving cost effectiveness is described. Section 2 explains the cost effectiveness formula which is based on student contact hours and funding. It also discusses the determination of three levels: positive, break-even, and negative cost effectiveness. The third section combines the previously introduced procedures with illustrative data on student hours and budget allocations. Section 4 provides a rationale for implementing cost effectiveness for a negative, break-even, and positive program. Formulas and examples are provided to illustrate each of the above sections. The final section contains a form to be used for reporting an individual ABE program's cost-effectiveness. Appendixes contain sample formats, sample forms, and related materials. (CSS)

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A SUGGESTED MODEL

FOR

AN ACCOUNTABILITY SYSTEM FOR COST EFFECTIVENESS MANAGEMENT AND EVALUATION

OF

ADULT BASIC EDUCATION PROGRAMS

REQUESTED BY AND SUBMITTED TO:

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September 1978

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We also acknowledge the administrative insights and professional expertise of Mr. Neil Carr, Supervisor, Bureau of Basic Continuing Education. He contributed many hours of thoughtful review and valuable suggestions to this document during each stage of its development.

The unique nature of this manual, which essentially is an administrative instrument, required lengthy field testing in actual ABE Program settings. The actual systems described in this manual were tested and refined based upon the experience gained in the ABE Programs in Buffalo and White Plains during 1977-78.

For the continuing support and assistance provided to the Adult Basic Education Programs in Buffalo and White Plains, genuine gratitude is expressed to:

The Buffalo Board of Education

Mr. Eugene T. Reville, Superintendent of Schools
Mr. Joseph T. Murray, Associate Superintendent for Instructional Services
Dr. Everett S. Williams, Assistant Superintendent for Planning and Continuing Education
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and

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Dr. Arthur P. Antin, Superintendent of Schools
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ANALYTICAL SUMMARY

TOPIC:	FOR FURTHER DETAILS SEE
ACTION GLOSSARY:	Page 1
Specialized terms which are unique to ABE Programs have been listed. These terms have been explained in detail for user clarification.	
FUNDING FORMULA:	Page 2
This memorandum, issued by the Funding Officer for New York State ABE Programs, provides the basis for funding the three different levels of ABE Programs.	
DERIVING COST EFFECTIVENESS:	Pages 3-4
The specific basis for deriving Cost Effectiveness is described in detail. A formula and examples are provided.	
DETERMINING COST EFFECTIVENESS:	Pages 5-10
The Cost Effectiveness formula is explained. This formula is based on Student Contact Hours and funding. A formula and examples are provided for three different sets of possible circumstances. Positive Cost Effectiveness, Break-Even Cost Effectiveness, and Negative Cost Effectiveness are each explained in detail.	
MONITORING COST EFFECTIVENESS:	Pages 11-16
The procedures previously introduced are combined with illustrative data on student hours and budget allocations. Various combinations of these hypothetical models are provided in order to clarify the actual operation of the system.	

ANALYTICAL SUMMARY (Continued)

TOPIC:	FOR FURTHER DETAILS SEE
IMPLEMENTING COST EFFECTIVENESS:	Pages 17-22

The concept that this year's Cost Effectiveness has a clear impact on the next year's Program funding is introduced. Various examples are provided, as well as a formula for computing the next year's funding level.

REPORTING COST EFFECTIVENESS:	Pages 23-24

A form to be used for reporting individual ABE Programs is introduced. The form contains hypothetical data in order to demonstrate how it provides the information on an individual Program's Cost Effectiveness.

APPENDIX:	Pages 25-33

A variety of suggested forms are provided which have proven useful in the two ABE Programs where this Cost Effectiveness system was field tested during the fiscal year 1977-78. A sample set of these forms with no data on them is provided for reproduction.

INTRODUCTION

This manual is a specialized publication designed for the reference and/or use of:

Coordinators of Adult Basic Education Programs
New York State Education Department Staff
Chief School Officers and Boards of Education

The major goal of this manual is to provide a usable model for a system for Cost Effective Management and Evaluation of Adult Basic Education Programs.

The utilization of this model at the individual Adult Basic Education Program level enables the Program Administrator to:

a) gather relevant program data on a monthly basis, in a format in which an evaluation can be made

b) maintain a monthly review of the data in order to know the cost effectiveness of the program

c) facilitate the modification of program costs and/or student enrollment and class size, in order to achieve a desired cost effectiveness level

d) prepare next year's budget with the knowledge of the cost effectiveness rate of the present program

A review of the Quarterly Student Contact Hour Report, described in this model and submitted by each Adult Basic Education Program, enables the State Education Department Staff to determine the cost effectiveness of each program. As individual program needs may require, State Education Department Staff can provide assistance in achieving positive cost effectiveness status.

A review of the annual copy of the Quarterly Student Contact Hour Report by Chief School Administrators and/or Boards of Education can assure them that local ABE Programs are cost effective, and thus justify their continued support.

AN ACTION GLOSSARY

In order to facilitate the usage and understanding of this suggested model, the preparers have isolated and defined a series of frequently used words or phrases contained in the model.

1. Level of Support - the level of funding established for a program which is based on the different kinds of services offered

2. Student Contact Hours (S.C.H.) - one hour spent by a student in a program activity

3. Cost Effectiveness - a comparison between dollars earned by actual program activity (S.C.H.) and dollars spent

4. Desired Cost Per Student Contact Hour (S.C.H.) - an amount spent by a program which is no greater than the Level of Support for that program

5. Dollars Earned - dollars justifiably due to a program based on its actual program activity as measured in Student Contact Hours

6. Dollars Spent - dollars expended by a program based on its budget allocation and/or actual expenditures

7. Budget Allocation - the current amount of funds approved for a program by the State Education Department

8. Actual Cost Per Student Contact Hour (S.C.H.) - the budget allocation divided by the number of S.C.H. produced

9. Initial Funding Allocation - the amount of funds approved for a program at the beginning of the fiscal year which is subject to change based on S.C.H. production throughout the year

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Assistant Commissioner
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Division of Continuing Education
Bureau of Basic Continuing Education
518: 474-8940

November 1, 1977

SUBJECT: Funding Formula, New York State ABE Programs

TO: All Adult Basic Education Coordinators in New York State

FROM: Neil W. Carr, Supervisor, Bureau of Basic Continuing Education

---

Beginning with the 1977-78 school year, three levels of support are established for the ABE (Title VI) and WEP program. A class, as mentioned in the levels that follow, is defined as a 200 hour block of instruction during which an average of ten (10) students are in attendance.

LEVEL I - Instructional Services Only ($4000 per Class)

This would be a class for 200 hours ordinarily operated in a small or suburban community with anywhere from one to three classes. It would provide a teacher, materials, some counseling, and a very small amount of administrative services.

LEVEL II - Instructional Plus Average Support Services ($5000 per Class)

This would include all of the services listed above plus other services such as mobile unit, small learning lab, etc.

LEVEL III - Instructional Plus Learning Laboratory and Maximum Support ($6000 per Class)

This would involve a full time learning center with learning laboratory, maximum counseling services, life skills, and full time administrator. The center would be open generally on a 9 a.m. to 9 p.m. basis.

NOTE: New York City, which operates programs on all three levels, will be funded based upon a review of program operation, at Levels I, II or III, or a combination thereof.

I. DERIVING COST EFFECTIVENESS:

Based on the Funding Formula memo from Neil Carr, dated November 1, 1977, Cost Effectiveness can be derived.

Since Cost Effectiveness will be expressed in a Cost per Student Contact Hour (S.C.H.) for the various levels, let us first determine the Desired Cost per S.C.H. Given a class of 200 hours in length with 10 students in attendance on the average, we have:

One Class = 10 Students X 200 Hours = 2000 S.C.H.

Therefore, at:

Level I - the Desired Cost is $2.00 per S.C.H., derived by

Level II - the Desired Cost is $2.50 per S.C.H., derived by

Level III - the Desired Cost is $3.00 per S.C.H., derived by

FORMULA

To Calculate the Desired Cost per S.C.H.

DIVIDE the Level of Support per Class

BY 2000 S.C.H.

EXAMPLES OF DERIVING COST EFFECTIVENESS:

			DESIRED COST PER S.C.H.
Level I →	$\frac{\$4000 \text{ per Class}}{2000 \text{ S.C.H.}}$	=	$2.00 per S.C.H
Level II →	$\frac{\$5000 \text{ per Class}}{2000 \text{ S.C.H.}}$	=	$2.50 per S.C.H.
Level III →	$\frac{\$6000 \text{ per Class}}{2000 \text{ S.C.H.}}$	=	$3.00 per S.C.H.

II. DETERMINING COST EFFECTIVENESS:

A comparison between Dollars Earned by actual program activity (S.C.H.) and dollars spent determines the Cost Effectiveness of a program for any given period.

A. POSITIVE COST EFFECTIVENESS:

A program will be at the point of Positive Cost Effectiveness by producing more Student Contact Hours than are necessary to justify its Budget Allocation.

EXAMPLE:	Level I -	Budget Allocation:	$ 30,000.00
		Desired Cost per S.C.H.:	$ 2.00
		S.C.H. Produced:	17,500

EXAMPLE:	Level II -	Budget Allocation:	$ 50,000.00
		Desired Cost per S.C.H.:	$ 2.50
		S.C.H. Produced:	21,400

EXAMPLE:	Level III -	Budget Allocation:	$125,000.00
		Desired Cost per S.C.H.:	$ 3.00
		S.C.H. Produced:	42,700

Since Actual Cost per S.C.H. is below Desired Cost per S.C.H., Cost Effectiveness is Positive for the three previous examples.

FORMULA

To Calculate the Actual Cost per S.C.H.

DIVIDE: Budget Allocation

BY: S.C.H. Produced

EXAMPLES OF DETERMINING POSITIVE COST EFFECTIVENESS:

DESIRED COST PER S.C.H.

Level I → $\frac{\$30,000 \text{ Budget Allocation}}{17,500 \text{ Student Contact Hours}}$ = $1.71 per S.C.H.

Level II → $\frac{\$50,000 \text{ Budget Allocation}}{21,400 \text{ Student Contact Hours}}$ = $2.34 per S.C.H.

Level III → $\frac{\$125,000 \text{ Budget Allocation}}{42,700 \text{ Student Contact Hours}}$ = $2.92 per S.C.H.

II. DETERMINING COST EFFECTIVENESS (Continued):

B. BREAK-EVEN COST EFFECTIVENESS:

A program will be at the point of Break-Even Cost Effectiveness by producing just enough Student Contact Hours to justify its Budget Allocation.

EXAMPLE: LEVEL I -	Budget Allocation:	$	30,000.00
	Desired Cost per S.C.H.:	$	2.00
	S.C.H. Produced:		15,000

EXAMPLE: LEVEL II -	Budget Allocation:	$	50,000.00
	Desired Cost per S.C.H.:	$	2.50
	S.C.H. Produced:		20,000

EXAMPLE: LEVEL III -	Budget Allocation:	$	125,000.00
	Desired Cost per S.C.H.:	$	3.00
	S.C.H. Produced:		41,667

Since Actual Cost per S.C.H. is the same as the Desired Cost per S.C.H., Cost Effectiveness is at the Break-Even Point for the three preveious examples.

FORMULA

To Calculate the Actual Cost per S.C.H.

DIVIDE: Budget Allocation

BY: S.C.H. Produced

EXAMPLES OF DETERMINING BREAK-EVEN COST EFFECTIVENESS:

		ACTUAL COST PER S.C.H.
LEVEL I →	$30,000 Budget Allocation / 15,00 Student Contact Hours	= $2.00 per S.C.H.
LEVEL II →	$50,000 Budget Allocation / 20,000 Student Contact Hours	= $2.50 per S.C.H.
LEVEL III →	$125,000 Budget Allocation / 41,667 Student Contact Hours	= $3.00 per S.C.H.

II. DETERMINING COST EFFECTIVENESS (Continued:

C. NEGATIVE COST EFFECTIVENESS:

A program will be at the point of Negative Cost Effectiveness by producing less Student Contact Hours than are necessary to justify its Budget Allocation.

EXAMPLE:	LEVEL I -	Budget Allocation:	$ 30,000.00
		Desired Cost per S.C.H.:	$ 2.00
		S.C.H. Produced:	13,700

EXAMPLE:	LEVEL II -	Budget Allocation:	$ 50,000.00
		Desired Cost per S.C.H.:	$ 2.50
		S.C.H. Produced:	18,400

EXAMPLE:	LEVEL III -	Budget Allocation:	$125.000.00
		Desired Cost per S.C.H.:	$ 3.00
		S.C.H. Produced:	36,800

Since Actual Cost per S.C.H. is more than the Desired Cost per S.C.H., Cost Effectiveness is Negative for the three previous examples.

FORMULA

To Calculate the Actual Cost per S.C.H.

DIVIDE: Budget Allocation

BY: S.C.H. Produced

EXAMPLES OF DETERMINING NEGATIVE COST EFFECTIVENESS:

		ACTUAL COST PER S.C.H.
LEVEL I →	$30,000 Budget Allocation / 13,700 Student Contact Hours	= $2.19 per S.C.H.
LEVEL II →	$50,000 Budget Allocation / 18,400 Student Contact Hours	= $2.72 per S.C.H.
LEVEL III →	$125,000 Budget Allocation / 36,800 Student Contact Hours	= $3.43 per S.C.H.

III. MONITORING COST EFFECTIVENESS:

The ongoing Cost Effectiveness of an operating program can be monitored on a monthly basis by comparing Fund Expenditures with the Student Contact Hours produced.

Fund expenditures may be actually determined by the Program Manager by closely monitoring actual monthly outlays for salaries, utilities, etc.

If actual fund expenditures cannot be feasibly determined, an average figure may be used, determined by the length of the program.

EXAMPLE: LEVEL I -

A program funded annually at $30,000 operates a 10 month program from September through June. The Operating Cost Effectiveness can be monitored on an ongoing monthly basis by using a format such as →

FORMULA: TO DETERMINE MONTHLY BUDGET ALLOCATION →

DIVIDE: Annual Budget Allocation
BY: Number of Months of Program Operation

EXAMPLE: $30,00 ÷ 10 Months = $3,000 per Month

FORMULA: TO DETERMINE FUNDS GENERATED →

MULTIPLY: S.C.H. (Monthly or Cumulative)
BY: $2.00

EXAMPLE: 1,285 X $2.00 = $2,570

FORMULA: TO DETERMINE COST PER S.C.H. →

DIVIDE: Budget Allocation (Monthly or Cumulative)
BY: S.C.H.

EXAMPLE: $3,000 ÷ 1,285 = $2.34

FORMULA: TO DETERMINE COST EFFECTIVENESS →

Cost Effectiveness is NEGATIVE when above $2.00

Cost Effectiveness is POSITIVE when below $2.00

EXAMPLE: MONITORING COST EFFECTIVENESS - LEVEL I:

LOCAL COST EFFECTIVENESS MONITORING CHART

USING AVERAGE MONTHLY EXPENDITURES

LEVEL I

CATEGORY		SEPT.	OCT.	NOV.	DEC.	JAN.
TOTAL PROGRAM S.C.H.	MONTHLY	1,285	1,420	1,650	1,875	1,760
	CUMULATIVE	1,285	2,705	4,355	6,230	8,990
BUDGET ALLOCATION	MONTHLY	$3,000	$3,000	$3,000	$ 3,000	$ 3,000
	CUMULATIVE	$3,000	$6,000	$9,000	$12,000	$15,000
FUNDS GENERATED	MONTHLY	$2,570	$2,840	$3,300	$ 3,750	$ 3,520
	CUMULATIVE	$2,570	$5,410	$8,710	$12,460	$17,980
COST PER S.C.H.	MONTHLY	$ 2.34	$ 2.11	$ 1.82	$ 1.60	$ 1.70
	CUMULATIVE	$ 2.34	$ 2.22	$ 2.07	$ 1.93	$ 1.67
COST EFFECTIVENESS	MONTHLY	NEGA-TIVE	NEGA-TIVE	POSI-TIVE	POSI-TIVE	POSI-TIVE
	CUMULATIVE	NEGA-TIVE	NEGA-TIVE	NEGA-TIVE	POSI-TIVE	POSI-TIVE

AT LEVEL I, THE DESIRED COST PER S.C.H. IS $2.00.

III. MONITORING COST EFFECTIVENESS (Continued):

EXAMPLE: LEVEL II -

A program funded annually at $50,000 operates a 10 month program from September through June. The Operating Cost Effectiveness can be monitored on an ongoing monthly basis using a format such as →

FORMULA: TO DETERMINE ACTUAL BUDGET EXPENDITURES →

CHECK LOCAL RECORDS TO ASCERTAIN ACTUAL MONTHLY OUTLAYS FOR SALARIES, SUPPLIES, ETC.

FORMULA: TO DETERMINE FUNDS GENERATED →

MULTIPLY: S.C.H. (Monthly or Cumulative)
BY: $2.50

EXAMPLE: 2,385 X $2.50 = $5,963

FORMULA: TO DETERMINE COST PER S.C.H. →

DIVIDE: Actual Budget Expenditures (Monthly or Cumulative)
BY: S.C.H.
EXAMPLE: $4,815 ÷ 2,385 = $2.02

FORMULA: TO DETERMINE COST EFFECTIVENESS FOR LEVEL II →

Cost Effectiveness is NEGATIVE when above $2.50

Cost Effectiveness is POSITIVE when below $2.50

EXAMPLE: MONITORING COST EFFECTIVENESS - LEVEL II:

LOCAL COST EFFECTIVENESS MONITORING CHART

USING ACTUAL MONTHLY EXPENDITURES

LEVEL II

CATEGORY		SEPT.	OCT.	NOV.	DEC.	JAN.
TOTAL PROGRAM S.C.H.	MONTHLY	2,385	2,217	1,872	1,527	1,380
	CUMULATIVE	2,385	4,602	6,474	8,001	9,381
ACTUAL BUDGET EXPENDITURES	MONTHLY	$4,815	$ 5,617	$ 5,427	$ 3,412	$ 4,950
	CUMULATIVE	$4,815	$10,432	$15,859	$19,271	$24,221
FUNDS GENERATED	MONTHLY	$5,963	$ 5,543	$ 4,680	$ 3,818	$ 3,450
	CUMULATIVE	$5,963	$11,506	$16,186	$20,004	$23,454
COST PER S.C.H.	MONTHLY	$ 2.02	$ 2.53	$ 2.90	$ 2.34	$ 2.59
	CUMULATIVE	$ 2.02	$ 2.27	$ 2.45	$ 2.40	$ 2.58
COST EFFECTIVENESS	MONTHLY	POSI-TIVE	NEGA-TIVE	NEGA-TIVE	POSI-TIVE	NEGA-TIVE
	CUMULATIVE	POSI-TIVE	POSI-TIVE	POSI-TIVE	POSI-TIVE	NEGA-TIVE

AT LEVEL II, THE DESIRED COST PER S.C.H. IS $2.50.

III. MONITORING COST EFFECTIVENESS (Continued):

EXAMPLE: LEVEL III -

A program funded annually at $125,000 operates a 12 month program from July through June. The Operating Cost Effectiveness can be monitored on an ongoing monthly basis using a format such as →

FORMULA: TO DETERMINE MONTHLY BUDGET ALLOCATION →

DIVIDE: Annual Budget Allocation
BY: Number of Months of Program Operation

EXAMPLE: $125,000 ÷ 12 Months = $10,417 per Month

FORMULA: TO DETERMINE FUNDS GENERATED →

MULTIPLY: S.C.H. (Monthly or Cumulative)
BY: $3.00

EXAMPLE: 2,215 X $3.00 = $6,645

FORMULA: TO DETERMINE COST PER S.C.H. →

DIVIDE: Budget Allocation (Monthly or Cumulative)
BY: S.C.H.

EXAMPLE: $10,417 ÷ 2,215 = $4.70

FORMULA: TO DETERMINE COST EFFECTIVENESS FOR LEVEL III →

Cost Effectiveness is NEGATIVE when above $3.00

Cost Effectiveness is POSITIVE when below $3.00

EXAMPLE: MONITORING COST EFFECTIVENESS - LEVEL III:

LOCAL COST EFFECTIVENESS MONITORING CHART

USING AVERAGE MONTHLY EXPENDITURES

LEVEL III

CATEGORY		JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
TOTAL PROGRAM S.C.H.	MONTHLY	2,215	2,410	3,984	4,222	4,871	4,603
	CUMULATIVE	2,215	4,625	8,609	12,831	17,702	22,305
BUDGET ALLOCATION	MONTHLY	$10,417	$10,417	$10,417	$10,417	$10,417	$10,417
	CUMULATIVE	$10,417	$20,834	$31,251	$41,668	$52,085	$62,502
FUNDS GENERATED	MONTHLY	$ 6,645	$ 7,230	$11,952	$12,666	$14,613	$13,809
	CUMULATIVE	$ 6,645	$13,875	$25,827	$38,493	$53,106	$66,915
COST PER S.C.H.	MONTHLY	$ 4.70	$ 4.32	$ 2.62	$ 2.47	$ 2.14	$ 2.26
	CUMULATIVE	$ 4.70	$ 4.50	$ 3.63	$ 3.25	$ 2.94	$ 2.80
COST EFFECTIVENESS	MONTHLY	NEGA-TIVE	NEGA-TIVE	POSI-TIVE	POSI-TIVE	POSI-TIVE	POSI-TIVE
	CUMULATIVE	NEGA-TIVE	NEGA-TIVE	NEGA-TIVE	NEGA-TIVE	POSI-TIVE	POSI-TIVE

AT LEVEL III, THE DESIRED COST PER S.C.H. IS $3.00.

IV. IMPLEMENTING COST EFFECTIVENESS:

A. RATIONALE: Cost Effectiveness for the Current Year determines Funding for the Next Year.

B. IMPLEMENTATION PROCEDURE FOR NEGATIVELY COST EFFECTIVE PROGRAM:

1. The budget application for the ensuing year shall be reduced by the difference between that amount generated by actual Student Contact Hours produced and the current funding allocation. That difference in money shall be held in escrow by the State Education Department until October 30, if the Program Manager submits a letter of intent to increase Student Contact Hours.

2. Every letter of intent must be accompanied by a plan to increase Student Contact Hours.

3. If the necessary increase in S.C.H. occurs by October 30th, the funds held in escrow will be released to the program.

EXAMPLE:	LEVEL I -	Current Budget Allocation:	$ 30,000.00
		Funding Rate per S.C.H.:	$ 2.00
		S.C.H. Produced - Current Year:	13,700
EXAMPLE:	LEVEL II -	Current Budget Allocation:	$ 50,000.00
		Funding Rate per S.C.H.:	$ 2.50
		S.C.H. Produced - Current Year:	18,400
EXAMPLE:	LEVEL III -	Current Budget Allocation:	$125,000.00
		Funding Rate per S.C.H.:	$ 3.00
		S.C.H. Produced - Current Year:	36,800

FORMULA FOR IMPLEMENTING COST EFFECTIVENESS:

FORMULA: TO CALCULATE THE INTITIAL FUNDING ALLOCATION FOR NEXT YEAR

MULTIPLY: The Desired Cost per S.C.H. (funding rate)

BY: The number of S.C.H. produced in the current year

EXAMPLE: $2.00 X 13,700 = $27,400

EXAMPLES OF IMPLEMENTATION PROCEDURE FOR NEGATIVELY COST EFFECTIVE PROGRAM:

LEVEL I → $2.00 X 13,700 = $27,400

$30,000 - $27,400 = $2,600 To Be Held in Escrow

LEVEL II → $2.50 X 18,400 = $46,000

$50,000 - $46,000 = $4,000 To Be Held in Escrow

LEVEL III → $3.00 X 36,800 = $110,400

$125,000 - $110,400 = $14,600 To Be Held in Escrow

IV. IMPLEMENTING COST EFFECTIVENESS (Continued):

C. IMPLEMENTATION PROCEDURE FOR BREAK-EVEN COST EFFECTIVE PROGRAM:

The budget application for the ensuing year shall be for the same amount as the Current Funding Allocation.

EXAMPLE:	LEVEL I	- Current Budget Allocation:	$ 30,000.00
		Funding Rate per S.C.H.:	$ 2.00
		S.C.H. Produced - Current Year:	15,000

EXAMPLE:	LEVEL II	- Current Budget Allocation:	$ 50,000.00
		Funding Rate per S.C.H.:	$ 2.50
		S.C.H. Produced - Current Year:	20,000

EXAMPLE:	LEVEL III	- Current Budget Allocation:	$125,000.00
		Funding Rate per S.C.H.:	$ 3.00
		S.C.H. Produced - Current Year:	41,667

FORMULA FOR IMPLEMENTING COST EFFECTIVENESS:

FORMULA: TO CALCULATE THE INITIAL FUNDING ALLOCATION FOR NEXT YEAR

MULTIPLY: The Desired Cost per S.C.H. (funding rate)

BY: The number of S.C.H. produced in the current year

EXAMPLE: $2.00 X 15,000 = $30,000

EXAMPLES OF IMPLEMENTATION PROCEDURE FOR BREAK-EVEN COST EFFECTIVE PROGRAM

LEVEL I → $2.00 X 15,000 = $30,000

$30,000 - $30,000 = 0 Break Even Point

LEVEL II → $2.50 X 20,000 = $50,000

$50,000 - $50,000 = 0 Break Even Point

LEVEL III → $3.00 X 41,667 = $125,000

$125,000 - $125,000 = 0 Break Even Point

IV. IMPLEMENTING COST EFFECTIVENESS (Continued):

D. IMPLEMENTATION PROCEDURE FOR POSITIVE COST EFFECTIVE PROGRAM:

1. The Program Manager submits an increased budget for the ensuing year based on the production of more S.C.H. than required for the current year's allocation.

2. As of October 30 of the ensuing fiscal year, the State Education Department will survey the past year's S.C.H. production and current production to October 30.

3. As discretionary funds become available, the State Education Department shall consult its list of Positive Cost Effective programs when considering the distribution of such funds.

EXAMPLE:	LEVEL I	- Current Budget Allocation:	$ 30,000.00
		Funding Rate per S.C.H.:	$ 2.00
		S.C.H. Produced - Current Year:	17,500
EXAMPLE:	LEVEL II	- Current Budget Allocation:	$ 50,000.00
		Funding Rate per S.C.H.:	$ 2.50
		S.C.H. Produced - Current Year:	21,400
EXAMPLE:	LEVEL III	- Current Budget Allocation:	$125,000.00
		Funding Rate per S.C.H.:	$ 3.00
		S.C.H. Produced - Current Year:	42,700

FORMULA FOR IMPLEMENTING COST EFFECTIVENESS:

FORMULA: TO CALCULATE THE INTITIAL FUNDING ALLOCATION FOR NEXT YEAR

MULTIPLY: The Desired Cost per S.C.H. (funding rate)

BY: The number of S.C.H. produced in the current year

EXAMPLE: $2.00 X 17,500 = $35,000

EXAMPLES OF IMPLEMENTION PROCEDURE FOR POSITIVE COST EFFECTIVE PROGRAM

LEVEL I → $2.00 X 17,500 = $35,000

$35,000 - $30,000 = $5,000 Requested Increase

LEVEL II → $2.50 X 21,400 = $53,500

$53,500 - $50,000 = $3,500 Requested Increase

LEVEL III → $3.00 X 42,700 = $128,100

$128,100 - $125,000 = $3,100 Requested Increase

V. REPORTING COST EFFECTIVENESS:

The foregoing information and the forms illustrated in the appendix are for suggested use by local Program Managers and are meant to be kept at the local level, subject to audit by the State Education Department.

The reports to be actually submitted to the State Education Department for reporting Cost Effectiveness are illustrated on the following page.

STUDENT CONTACT HOUR QUARTERLY REPORT

PROGRAM NAME: _____

FISCAL YEAR: 1977-78

CATEGORY		STUDENT CONTACT HOURS			
		FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
W.E.P.	QUARTERLY	14,426	18,944	20,992	11,008
	CUMULATIVE	14,426	33,370	54,362	65,370
TITLE VI	QUARTERLY	36,065	47,360	52,480	27,520
	CUMULATIVE	36,065	83,425	135,905	163,425
TOTAL ABE	QUARTERLY	50,491	66,304	73,472	38,528
	CUMULATIVE	50,491	116,795	190,267	228,795

It is required that a copy of this report be submitted to the Bureau of Basic Continuing Education as follows:

First Quarter Report - July 1 to Sept. 30 - Due: Oct. 15

Second Quarter Report - Oct. 1 to Dec. 31 - Due: Jan. 15

Third Quarter Report - Jan. 1 to Mar. 31 - Due: Apr. 15

Fourth Quarter Report - Apr. 1 to June 30 - Due: July 15

NOTE: EACH REPORT SHALL CONTAIN ALL OF THE DATA PREVIOUSLY SUBMITTED FOR THE CURRENT FISCAL YEAR.

APPENDIX

The exhibits that follow are comprised of:

1. Forms containing data for illustrative purposes

2. Two sets of the same forms with no data
    a) One set is to be retained in the manual
    b) One set is for removal and reproduction

ONE SET OF FORMS CONTAINING DATA - FOR ILLUSTRATIVE PURPOSES

CLASSIFICATION
License _____
Rate _____

BOARD OF EDUCATION _____
ADULT EDUCATION PROGRAM
CLASS REGISTRATION CARD

SCHOOL _____
SCHOOL YEAR – 19___ – 19___

SUBJECT _____ Teacher's Name _____

Days Class Meets _____ Teacher's Address _____ Zip Code _____ Telephone _____

MARK DATE ABOVE EACH COLUMN

Page #26 FRONT

SAMPLE CLASS REGISTER

RECEIPT NUMBER		NAME	ADDRESS	MONTH / DATE
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28	Visitor		
	29	Visitor		
	30	Visitor		
Do Not Write In This Space		NUMBER PRESENT EACH SESSION		
		Aggregate attendance for the month to date		

35

36

"Adult education activities must be documented at a local level by adequate reports. For this purpose it is essential that a class record be kept for each class as an original document which will serve to verify the activities recorded in the Annual Report."

This CLASS REGISTRATION CARD will fulfill the requirement for a Class Record. It is imperative therefore that this record be accurately maintained.

At the conclusion of this course, this CLASS REGISTRATION CARD must be submitted to the Adult Education Office, to supply information necessary for the Annual Report. It will then be filed, to be available for auditing.

TO BE COMPLETED AT THE CONCLUSION OF THE COURSE

1	2	3	4	5	6	7	8	9	10	11	12
CODE	NAME OF COURSE OR CLASS	NAME OF TEACHER	NUMBER ENROLLED	LENGTH OF CLASS SESSION IN HOURS	NUMBER OF CLASS SESSIONS	TOTAL NUMBER OF CLASS HOURS 5 x 6 = 7	AGGREGATE ATTENDANCE	TOTAL STUDENT HOURS 5 x 8 = 9	TEACHER'S RATE OF PAY	TEACHER'S TOTAL SALARY 7 x 10 = 11	TOTAL INSTRUCTION FEES COLLECTED *

*Include Welfare Fees in this figure.

I do depose and say that I am a duly licensed teacher and that the written register of attendance of pupils is correct to the best of my knowledge and that I have fully and truly made all entries called for.

School _____ Teacher's Signature _____

Date _____ Principal's Signature _____

SAMPLE FORMAT #1 FOR GATHERING MONTHLY STUDENT CONTACT HOURS

MONTHLY STUDENT CONTACT HOURS

DAY _____ MONTH July

NIGHT X YEAR 1977

CLASS TITLE	TEACHER NAME	SESSIONS PER WEEK	HOURS PER SESSION	HOURS PER WEEK	TOTAL S.C.H.	WEP ABE	WEP ESL	VI ABE	VI ESL	GED	
	J. Greene	2	2½	5	200				200		
	R. Russo	2	2½	5	117½		27½		90		
	M. Aronow	2	2½	5	117½				117½		
	L. Savanella	2	2½	5	107½				107½		
	W. Smythe	2	2½	5	170		15		155		
	C. Brown	2	2½	5	117½	5		112½			
	J. Wagman	2	2½	5	125	5		120			
	R. VonOhlsen	2	2½	5	175			175			
	D. Barnes	2	2½	5	152½	5		147½			
	C. Carrick	2	2½	5	132½			132½			
	J. Kacandes	2	2½	5	215					215	
	M. Oya	3	2½	7½	125					125	
	N. Castrataro	3	2½	7½	195					195	
	S. Schindelman	2	2½	5	175			175			
	C. Smith	2	2½	5	180			180			
	M. Perez	2	2½	5	177	111		66			
DAY TOTALS - ABE PROGRAM										X	
NIGHT TOTALS - ABE PROGRAM					1947	126	42½	1108½	670	X	
DAY AND NIGHT TOTALS										X	

SAMPLE FORMAT #2 FOR GATHERING MONTHLY STUDENT CONTACT HOURS

MONTHLY STUDENT CONTACT HOURS

DAY _____ MONTH August

NIGHT X YEAR 1977

CLASS TITLE	TEACHER NAME	SESSIONS PER WEEK	HOURS PER SESSION	HOURS PER WEEK	TOTAL S.C.H.	WEP ABE	WEP ESL	VI ABE	VI ESL	GED	
	J. Greene	2	2½	5	212½				212½		
	R. Russo	2	2½	5	167½		25		142½		
	M. Aronow	2	2½	5	145				145		
	W. Smythe	2	2½	5	165		12½		152½		
	C. Brown	2	2½	5	167½	12½		155			
	R. VonOhlsen	2	2½	5	160			160			
	D. Barnes	2	2½	5	127½	2½		125			
	C. Carrick	2	2½	5	110			110			
	J. Kacandes	2	2½	5	217½					217½	
	M. Oya	3	2½	7½	160					160	
	N. Castrataro	3	2½	7½	240			60		180	
	S. Schindelman	2	2½	5	140			140			
	C. Smith	2	2½	5	180			180			
	M. Perez	2	2½	5	60	60					
	DAY TOTALS - ABE PROGRAM									X	
	NIGHT TOTALS - ABE PROGRAM				1695	75	37½	930	652½	X	
	DAY AND NIGHT TOTALS									X	

SAMPLE FORMAT FOR MONITORING COST EFFECTIVENESS BY THE MONTH, USING ACTUAL EXPENDITURES AT LEVEL I ——————→

SEMI-ANNUAL SUMMARY OF STUDENT CONTACT HOURS

GOAL: $2.00/S.C.H.

LEVEL I - $4,000/CLASS

CATEGORY		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	6 MONTHS TOTAL
WEP - ABE CI-6120	MONTHLY	126	75	134	137	40	193	----
	CUMULATIVE	126	201	335	472	512	705	705
WEP - ESL CI-0125	MONTHLY	42 ½	37 ½	---	45	44	38	----
	CUMULATIVE	42 ½	80	80	125	169	207	207
TITLE VI - ABE CI-0130	MONTHLY	1,108 ½	930	2,077	2,277	1,445	1,200	----
	CUMULATIVE	1,108 ½	2,038 ½	4,115 ½	6,392 ½	7,837 ½	9,037 ½	9,037 ½
TITLE VI - ESL I-0135	MONTHLY	670	652 ½	762	1,703	1,117	552	----
	CUMULATIVE	670	1,322 ½	2,084 ½	3,787 ½	4,904 ½	5,456 ½	5,456 ½
TOTAL PROGRAM S.C.H. (VI & WEP)	MONTHLY	1,947	1,695	2,973	4,162	2,646	1,983	----
	CUMULATIVE	1,947	3,642	6,615	10,777	13,423	15,406	15,406
NO. OF CLASSES @ 2000 HOURS	MONTHLY	1.0	.8	1.5	2.0	1.4	1.0	----
	CUMULATIVE	1.0	1.8	3.3	5.3	6.7	7.7	7.7
DOLLARS EARNED	MONTHLY	$4,000	$ 3,200	$ 6,000	$ 8,000	$ 5,600	$ 4,000	----
	CUMULATIVE	$4,000	$ 7,200	$13,200	$21,200	$26,800	$30,800	$30,800
PROGRAM FUNDING (QUOTA DIVIDED BY 12 MONTHS)	MONTHLY	$5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	----
	CUMULATIVE	$5,000	$10,000	$15,000	$20,000	$25,000	$30,000	$30,000
COST PER S.C.H.	MONTHLY	$ 2.57	$ 2.95	$ 1.68	$ 1.20	$ 1.89	$ 2.53	----
	CUMULATIVE	$ 2.57	$ 2.75	$ 2.27	$ 1.86	$ 1.86	$ 1.95	$ 1.95

SAMPLE FORMAT FOR MONITORING COST EFFECTIVENESS BY THE MONTH, USING AVERAGE EXPENDITURES AT LEVEL III ——————→

SEMI-ANNUAL SUMMARY OF STUDENT CONTACT HOURS

GOAL: $3.00/S.C.H.

LEVEL III - $6,000/CLASS

CATEGORY		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	6 MONTHS TOTAL
WEP - ABE CI-6120	MONTHLY	126	75	134	137	40	193	----
	CUMULATIVE	126	201	335	472	512	705	705
WEP - ESL CI-0125	MONTHLY	42 ½	37 ½	----	45	44	38	----
	CUMULATIVE	42 ½	80	80	125	169	207	207
TITLE VI - ABE CI-0130	MONTHLY	1,108 ½	930	2,077	2,277	1,445	1,200	----
	CUMULATIVE	1,108 ½	2,038 ½	4,115 ½	6,392 ½	7,837 ½	9,037 ½	9,037 ½
TITLE VI - ESL I-0135	MONTHLY	670	652 ½	762	1,703	1,117	552	----
	CUMULATIVE	670	1,322 ½	2,084 ½	3,787 ½	4,904 ½	5,456 ½	5,456 ½
TOTAL PROGRAM S.C.H. (VI & WEP)	MONTHLY	1,947	1,695	2,973	4,162	2,646	1,983	----
	CUMULATIVE	1,947	3,642	6,615	10,777	13,423	15,406	15,406
NO. OF CLASSES @ 2000 HOURS	MONTHLY	1.0	.8	1.5	2.0	1.4	1.0	----
	CUMULATIVE	1.0	1.8	3.3	5.3	6.7	7.7	7.7
DOLLARS EARNED @ $6,000/CLASS	MONTHLY	$6,000	$ 4,800	$ 9,000	$12,000	$ 8,400	$ 6,000	----
	CUMULATIVE	$6,000	$10,800	$19,800	$31,800	$40,200	$46,200	$46,200
PROGRAM FUNDING (QUOTA DIVIDED BY 12 MONTHS)	MONTHLY	$7,340	$ 7,340	$ 7,340	$ 7,340	$ 7,340	$ 7,340	----
	CUMULATIVE	$7,340	$14,680	$22,020	$29,360	$36,700	$44,040	$44,040
COST PER S.C.H.	MONTHLY	$ 3.77	$ 4.33	$ 2.47	$ 1.76	$ 2.77	$ 3.70	----
	CUMULATIVE	$ 3.77	$ 4.03	$ 3.33	$ 2.72	$ 2.73	$ 2.86	$ 2.86

SAMPLE FORMAT FOR MONITORING COST EFFECTIVENESS BY THE MONTH, USING ACTUAL EXPENDITURES AT LEVEL III ⟶

GOAL: $3.00/S.C.H.

SEMI-ANNUAL SUMMARY OF STUDENT CONTACT HOURS

LEVEL III - $6,000/CLASS

CATEGORY		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	6 MONTHS TOTAL
WEP - ABE CI-6120	MONTHLY	126	75	134	137	40	193	----
	CUMULATIVE	126	201	335	472	512	705	705
WEP - ESL CI-0125	MONTHLY	42 ½	37 ½	---	45	44	38	----
	CUMULATIVE	42 ½	80	80	125	169	207	207
TITLE VI - ABE CI-0130	MONTHLY	1,108 ½	930	2,077	2,277	1,445	1,200	----
	CUMULATIVE	1,108 ½	2,038 ½	4,115 ½	6,392 ½	7,837 ½	9,037 ½	9,037 ½
TITLE VI - ESL I-0135	MONTHLY	670	652 ½	762	1,703	1,117	552	----
	CUMULATIVE	670	1,322 ½	2,084 ½	3,787 ½	4,904 ½	5,456 ½	5,456 ½
TOTAL PROGRAM S.C.H. (VI & WEP)	MONTHLY	1,947	1,695	2,973	4,162	2,646	1,983	----
	CUMULATIVE	1,947	3,642	6,615	10,777	13,423	15,406	15,406
NO. OF CLASSES @ 2000 HOURS	MONTHLY	1.0	.8	1.5	2.0	1.3	1.0	----
	CUMULATIVE	1.0	1.8	3.3	5.3	6.7	7.7	7.7
DOLLARS EARNED @ $6,000/CLASS	MONTHLY	$6,000	$ 4,800	$ 9,000	$12,000	$ 8,400	$ 6,000	----
	CUMULATIVE	$6,000	$10,800	$19,800	$31,800	$40,200	$46,200	$46,200
PROGRAM FUNDING (QUOTA DIVIDED BY 12 MONTHS)	MONTHLY	$6,015	$ 5,515	$ 9,515	$10,515	$ 4,515	$ 7,965	----
	CUMULATIVE	$6,015	$11,530	$21,045	$31,560	$36,075	$44,040	$44,040
COST PER S.C.H.	MONTHLY	$ 3.09	$ 3.25	$ 3.20	$ 2.52	$ 1.70	$ 4.02	----
	CUMULATIVE	$ 3.09	$ 3.17	$ 3.18	$ 2.93	$ 2.69	$ 2.86	$ 2.86

EXCERPT FROM:

DO NOT WRITE IN THIS SPACE

CONTINUING EDUCATION REPORT FOR THE YEAR ENDING JUNE 30,_____

(New York State Education Department)

(1) Code	(2) Instructional Categories	(3) Number of Classes	(4) Number Enrolled	(5) Total Class Hours	(6) Total Student Hours	(7) Total of Teachers' Salaries	(8) Total Fees Collected	(9) Total No. Part-time Teachers	(10) Total No Full-tim Teachers
1-0100	ADULT ELEMENTARY EDUCATION	XXXXXXX XXXXXXX	XXXXXXXX XXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXX XXXXXXXXX
1-0110	Adult Elementary - Basic Skills (Locally Funded)								
1-0115	Adult Elementary - ESL Program (Locally Funded)								
1-0120	Adult Basic - Basic Skills (NYS Welfare Education Program)								
1-0125	Adult Basic - ESL Program (NYS Welfare Education Program)				*		XXXXXXXXXX XXXXXXXXXX		
1-0130	Adult Basic - Basic Skills (Federal Adult Ed. Act 1974)				*		XXXXXXXXXX XXXXXXXXXX		
1-0135	Adult Basic - ESL Program (Federal Adult Ed. Act 1974)				*		XXXXXXXXXX XXXXXXXXXX		
1-0140	Adult Basic - Basic Skills (CETA)				*		XXXXXXXXXX XXXXXXXXXX		
1-0145	Adult Basic - ESL Program (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0190	Other Adult Basic Education - Basic Skills						XXXXXXXXXX XXXXXXXXXX		
1-0195	Other Adult Basic Education - ESL Program								

NOTE: Total of squares with asterisks indicates Total Annual Student Contact Hours for Title VI and WEP Programs in a given community.

SAMPLE DERIVATION OF ACTUAL COST PER STUDENT CONTACT HOUR

DO NOT WRITE IN THIS SPACE

CONTINUING EDUCATION REPORT FOR THE YEAR ENDING
JUNE 30, 1977

(1) Code	(2) Instructional Categories	(3) Number of Classes	(4) Number Enrolled	(5) Total Class Hours	(6) Total Student Hours	(7) Total of Teachers' Salaries	(8) Total Fees Collected	(9) Total No. Part-time Teachers	(10) Total No Full-tim Teachers
1-0100	ADULT ELEMENTARY EDUCATION	XXXXXXX XXXXXXX	XXXXXXXX XXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXX XXXXXXXXX
1-0110	Adult Elementary - Basic Skills (Locally Funded)	7	134	1002	15473	10768	--	7	--
1-0115	Adult Elementary - ESL Program (Locally Funded)								
1-0120	Adult Basic - Basic Skills (NYS Welfare Education Program)	10	615	5316	64182 *	51128	XXXXXXXXXX XXXXXXXXXX	10	--
1-0125	Adult Basic - ESL Program (NYS Welfare Education Program)	1	28	642	6363 *	6606	XXXXXXXXXX XXXXXXXXXX	1	--
1-0130	Adult Basic - Basic Skills (Federal Adult Ed. Act 1974)	18	1180	6738	97302 *	69334	XXXXXXXXXX XXXXXXXXXX	18	--
1-0135	Adult Basic - ESL Program (Federal Adult Ed. Act 1974)	4	308	1884	22933 *	19386	XXXXXXXXXX XXXXXXXXXX	4	--
1-0140	Adult Basic - Basic Skills (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0145	Adult Basic - ESL Program (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0190	Other Adult Basic Education - Basic Skills								
1-0195	Other Adult Basic Education - ESL Program								

TOTAL OF ABE AND WEP 190,780 (Only items with asterisks are to be totaled.)

TOTAL ABE & WE FUNDING $579,044 / TOTAL STUDENT HOURS 190,780 = $3.04 per HOUR OF STUDENT ATTENDANCE

ONE SET OF FORMS WITH NO DATA - TO BE RETAINED IN BOOKLET

License _____
Rate _____

ADULT EDUCATION PROGRAM
CLASS REGISTRATION CARD

SCHOOL _____
SCHOOL YEAR – 19___ – 19___

SUBJECT _____ Teacher's Name _____

Days Class Meets _____ Teacher's Address _____ Zip Code _____ Telephone _____

MARK DATE ABOVE EACH COLUMN

RIPT
BER

SAMPLE CLASS REGISTER

	NAME	ADDRESS	MONTH / DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28	Visitor		
29	Visitor		
30	Visitor		
	Do Not Write In This Space	NUMBER PRESENT EACH SESSION	

55

56

"Adult education activities must be documented at a local level by adequate reports. For this purpose it is essential that a class record be kept for each class as an original document which will serve to verify the activities recorded in the Annual Report."

This CLASS REGISTRATION CARD will fulfill the requirement for a Class Record. It is imperative therefore that this record be accurately maintained.

At the conclusion of this course, this CLASS REGISTRATION CARD must be submitted to the Adult Education Office, to supply information necessary for the Annual Report. It will then be filed, to be available for auditing.

TO BE COMPLETED AT THE CONCLUSION OF THE COURSE

1	2	3	4	5	6	7	8	9	10	11	12
CODE	NAME OF COURSE OR CLASS	NAME OF TEACHER	NUMBER ENROLLED	LENGTH OF CLASS SESSION IN HOURS	NUMBER OF CLASS SESSIONS	TOTAL NUMBER OF CLASS HOURS 5 x 6 = 7	AGGREGATE ATTENDANCE	TOTAL STUDENT HOURS 5 x 8 = 9	TEACHER'S RATE OF PAY	TEACHER'S TOTAL SALARY 7 x 10 = 11	TOTAL INSTRUCTION FEES COLLECTED *

*Include Welfare Fees in this figure.

I do depose and say that I am a duly licensed teacher and that the written register of attendance of pupils is correct to the best of my knowledge and that I have fully and truly made all entries called for.

School _____ Teacher's Signature _____

Date _____ Principal's Signature _____

MONTHLY STUDENT CONTACT HOURS

DAY _____ MONTH _____

NIGHT _____ YEAR _____

CLASS TITLE	TEACHER NAME	SESSIONS PER WEEK	HOURS PER SESSION	HOURS PER WEEK	TOTAL S.C.H.	WEP ABE	WEP ESL	VI ABE	VI ESL	GED	
DAY TOTALS - ABE PROGRAM										X	
NIGHT TOTALS - ABE PROGRAM										X	
DAY AND NIGHT TOTALS										X	

SEMI-ANNUAL SUMMARY OF STUDENT CONTACT HOURS

CATEGORY		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	6 MONTHS TOTAL
WEP - ABE	MONTHLY							
	CUMULATIVE							
WEP - ESL	MONTHLY							
	CUMULATIVE							
TITLE VI - ABE	MONTHLY							
	CUMULATIVE							
TITLE VI - ESL	MONTHLY							
	CUMULATIVE							
TOTAL PROGRAM S.C.H. (VI & WEP)	MONTHLY							
	CUMULATIVE							
NO. OF CLASSES @ 2000 HOURS	MONTHLY							
	CUMULATIVE							
DOLLARS EARNED @ $_____/CLASS	MONTHLY							
	CUMULATIVE							
PROGRAM FUNDING (QUOTA DIVIDED BY 12 MONTHS)	MONTHLY							
	CUMULATIVE							
COST PER S.C.H.	MONTHLY							
	CUMULATIVE							

CONTINUING EDUCATION REPORT FOR THE YEAR ENDING JUNE 30, ____

(New York State Education Department)

DO NOT WRITE IN THIS SPACE

(1) Code	(2) Instructional Categories	(3) Number of Classes	(4) Number Enrolled	(5) Total Class Hours	(6) Total Student Hours	(7) Total of Teachers' Salaries	(8) Total Fees Collected	(9) Total No. Part-time Teachers	(10) Total No. Full-time Teachers
1-0100	ADULT ELEMENTARY EDUCATION	XXXXXXX XXXXXXX	XXXXXXXX XXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX
1-0110	Adult Elementary - Basic Skills (Locally Funded)								
1-0115	Adult Elementary - ESL Program (Locally Funded)								
1-0120	Adult Basic - Basic Skills (NYS Welfare Education Program)						XXXXXXXXXX XXXXXXXXXX		
1-0125	Adult Basic - ESL Program (NYS Welfare Education Program)						XXXXXXXXXX XXXXXXXXXX		
1-0130	Adult Basic - Basic Skills (Federal Adult Ed. Act 1974)						XXXXXXXXXX XXXXXXXXXX		
1-0135	Adult Basic - ESL Program (Federal Adult Ed. Act 1974)						XXXXXXXXXX XXXXXXXXXX		
1-0140	Adult Basic - Basic Skills (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0145	Adult Basic - ESL Program (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0190	Other Adult Basic Education - Basic Skills								
1-0195	Other Adult Basic Education - ESL Program								

STUDENT CONTACT HOUR QUARTERLY REPORT

PROGRAM NAME: _____ FISCAL YEAR: _____

CATEGORY		STUDENT CONTACT HOURS			
		FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
W.E.P.	QUARTERLY				
	CUMULATIVE				
TITLE VI	QUARTERLY				
	CUMULATIVE				
TOTAL ABE	QUARTERLY				
	CUMULATIVE				

It is required that a copy of this report be submitted to the Bureau of Basic Continuing Education as follows:

First Quarter Report - July 1 to Sept. 30 - Due: Oct. 15

Second Quarter Report - Oct. 1 to Dec. 31 - Due: Jan. 15

Third Quarter Report - Jan. 1 to Mar. 31 - Due: Apr. 15

Fourth Quarter Report - Apr. 1 to June 30 - Due: July 15

NOTE: EACH REPORT SHALL CONTAIN ALL OF THE DATA PREVIOUSLY SUBMITTED FOR THE CURRENT FISCAL YEAR.

ONE SET OF FORMS WITH NO DATA - FOR REMOVAL AND REPRODUCTION

License _____
Rate _____

ADULT EDUCATION PROGRAM
CLASS REGISTRATION CARD

SCHOOL YEAR – 19___ – 19___

UBJECT _____ Teacher's Name _____

Days Class Meets _____ Teacher's Address _____ Zip Code _____ Telephone _____

MARK DATE ABOVE EACH COLUMN

ZIPT BER

SAMPLE CLASS REGISTER

	NAME	ADDRESS	MONTH / DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28	Visitor		
29	Visitor		
30	Visitor		
	Do Not Write In This Space	NUMBER PRESENT EACH SESSION	

66

87

"Adult education activities must be documented at a local level by adequate reports. For this purpose it is essential that a class record be kept for each class as an original document which will serve to verify the activities recorded in the Annual Report."

This CLASS REGISTRATION CARD will fulfill the requirement for a Class Record. It is imperative therefore that this record be accurately maintained.

At the conclusion of this course, this CLASS REGISTRATION CARD must be submitted to the Adult Education Office, to supply information necessary for the Annual Report. It will then be filed, to be available for auditing.

TO BE COMPLETED AT THE CONCLUSION OF THE COURSE

CODE	2 NAME OF COURSE OR CLASS	3 NAME OF TEACHER	4 NUMBER ENROLLED	5 LENGTH OF CLASS SESSION IN HOURS	6 NUMBER OF CLASS SESSIONS	7 TOTAL NUMBER OF CLASS HOURS 5 x 6 = 7	8 AGGREGATE ATTENDANCE	9 TOTAL STUDENT HOURS 5 x 8 = 9	10 TEACHER'S RATE OF PAY	11 TEACHER'S TOTAL SALARY 7 x 10 = 11	12 TOTAL INSTRUCTION FEES COLLECTED *

*Include Welfare Fees in this figure.

I do depose and say that I am a duly licensed teacher and that the written register of attendance of pupils is correct to the best of my knowledge and that I have fully and truly made all entries called for.

School _____ Teacher's Signature _____

Date _____ Principal's Signature _____

MONTHLY STUDENT CONTACT HOURS

DAY _____ MONTH _____

NIGHT _____ YEAR _____

CLASS TITLE	TEACHER NAME	SESSIONS PER WEEK	HOURS PER SESSION	HOURS PER WEEK	TOTAL S.C.H.	WEP ABE	WEP ESL	VI ABE	VI ESL	GED	
DAY TOTALS - ABE PROGRAM										X	
NIGHT TOTALS - ABE PROGRAM										X	
DAY AND NIGHT TOTALS										X	

SEMI-ANNUAL SUMMARY OF STUDENT CONTACT HOURS

CATEGORY		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	6 MONTHS TOTAL
WEP - ABE	MONTHLY							
	CUMULATIVE							
WEP - ESL	MONTHLY							
	CUMULATIVE							
TITLE VI - ABE	MONTHLY							
	CUMULATIVE							
TITLE VI - ESL	MONTHLY							
	CUMULATIVE							
TOTAL PROGRAM S.C.H. (VI & WEP)	MONTHLY							
	CUMULATIVE							
NO. OF CLASSES @ 2000 HOURS	MONTHLY							
	CUMULATIVE							
DOLLARS EARNED @ $_____/CLASS	MONTHLY							
	CUMULATIVE							
PROGRAM FUNDING (QUOTA DIVIDED BY 12 MONTHS)	MONTHLY							
	CUMULATIVE							
COST PER S.C.H.	MONTHLY							
	CUMULATIVE							

CONTINUING EDUCATION REPORT FOR THE YEAR ENDING JUNE 30, _____

(New York State Education Department)

DO NOT WRITE IN THIS SPACE

(1) Code	(2) Instructional Categories	(3) Number of Classes	(4) Number Enrolled	(5) Total Class Hours	(6) Total Student Hours	(7) Total of Teachers' Salaries	(8) Total Fees Collected	(9) Total No. Part-time Teachers	(10) Total No. Full-time Teachers
1-0100	ADULT ELEMENTARY EDUCATION	XXXXXXX XXXXXXX	XXXXXXXX XXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXXX XXXXXXXXXXX
1-0110	Adult Elementary - Basic Skills (Locally Funded)								
1-0115	Adult Elementary - ESL Program (Locally Funded)								
1-0120	Adult Basic - Basic Skills (NYS Welfare Education Program)						XXXXXXXXXX XXXXXXXXXX		
1-0125	Adult Basic - ESL Program (NYS Welfare Education Program)						XXXXXXXXXX XXXXXXXXXX		
1-0130	Adult Basic - Basic Skills (Federal Adult Ed. Act 1974)						XXXXXXXXXX XXXXXXXXXX		
1-0135	Adult Basic - ESL Program (Federal Adult Ed. Act 1974)						XXXXXXXXXX XXXXXXXXXX		
1-0140	Adult Basic - Basic Skills (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0145	Adult Basic - ESL Program (CETA)						XXXXXXXXXX XXXXXXXXXX		
1-0190	Other Adult Basic Education - Basic Skills								
1-0195	Other Adult Basic Education - ESL Program								

STUDENT CONTACT HOUR QUARTERLY REPORT

PROGRAM NAME: _____ FISCAL YEAR: _____

CATEGORY		STUDENT CONTACT HOURS			
		FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
W.E.P.	QUARTERLY				
	CUMULATIVE				
TITLE VI	QUARTERLY				
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